

APPROVE ENTERING INTO AN AGREEMENT WITH OCE' -USA INC.

CARD SCANNER FOR ARCHITECTURAL

FOR THE THREE MONTH RENTAL OF APERTURE DRAWINGS

THE CHIEF EXECUTIVE OFFICER OF THE BOARD SHALL TAKE THE FOLLOWING ACTION:

Approve entering into an agreement with Oce' -USA Inc. for a three month rental of an aperture card scanner which will provide microfilm viewing, hardcopy printing and electronic archiving for the Department

of the Department of Operations

in the event a written agreement is not entered into by the Department of Operations with the vendor within the time period specified in the agreement.

agreement with the authority granted herein shall automatically rescind if the agreement is not entered into by the Department of Operations with the vendor within the time period specified in the agreement.

Reference No.: 01-250078

below. Specific

Vendor: OCSA, Inc.  
5450 North Cumberland Ave.  
Chicago, IL 60656  
Contact Person: Craig Bulluck  
Tel. No : (773) 693-7300

Vendor #19854

USER: Department Of Operations  
125 South Clark- 16<sup>th</sup> Floor  
Chicago, IL 60603  
Contact person: Timothy Martin

Tel. No: (773) 353-2900

Effective on the date the agreement is signed shall end

TERM: The term of this rental agreement shall commence

EARLY TERMINATION RIGHT: 30 days written notice by either party

DESCRIPTION OF RENTAL:  
Goods: Aperture card scanner  
Quantity: 1

Total Cos. Not to exceed \$ 6,725.00

PURPOSE: The scanner will be used to scan all of the surviving architectural drawing in the CPS Archives to a digital format.

AUTHORIZATION: Authorize the General Counsel to negotiate and execute the agreement and conditions of the written agreement. Authorize the President and Secretary to execute the agreement.

AFFIRMATIVE ACTION: Pursuant to Section 3.7.4 of the M/WBE Plan, this rental agreement is exempt from review under the M/WBE Plan.

LSC REVIEW: Local School Council approval is not applicable to this report

FINANCIAL: Chapter 105, Section 2-210-125-00  
Budget Classification: 0944-295-0009346-3400  
Fund: 1000-5001

01-0523-PR9

**GENERAL CONDITIONS:**

5/34-13.1. the Inspector General of the Chicago Board of Education has the authority to conduct certain